

**ST. DAVID'S FOUNDATION
JOB DESCRIPTION**

Job Title: Project Manager/Executive Assistant

Reports To: Vice President for Grants and Community Programs

JOB PURPOSE

The Project Manager/Executive Assistant is responsible for providing administrative support and project management for the Vice President of Grants and Community Programs in order to maximize the efficiency and effectiveness of the Vice President's work. The Project Manager is responsible for the planning, coordination, implementation, execution, and completion of specific projects for the Vice President, ensuring consistency with organizational strategy, commitments and goals. The performance of the Project Manager is evaluated by the Vice President for Grants and Community Programs.

RESPONSIBILITIES

1. Provide administrative support and project management for the Vice President to maximize the efficiency and effectiveness of the Vice President's work.
2. Plan, coordinate, and implement a broad range of projects for the Vice President.
3. Monitor initiatives of the Vice President. Coordinate with key stakeholders and staff to ensure goals are achieved on time, and move pending actions and activities forward on the Vice President's behalf in a timely and effective way.
4. Ensure communications from Vice President are well-coordinated, timely, and effective.
5. Organize topic-driven meetings with multiple individuals and/or organizations. Create agenda and take meeting minutes, as requested.
6. Proactively manage the Vice President's calendar and scheduling of appointments.
7. Coordinate travel plans and prepare expense reports, as requested, including transportation, lodging, conference registrations, and detailed directions and instructions for trip details.
8. Manage event sponsorships to maximize the return on investment to the Foundation. Assist with invitations and preparations, and prepare quarterly report on sponsorship activity.
9. Assure that the Vice President is thoroughly prepared for all meetings and events, including printing meeting materials and updating committee notebooks.
10. Perform administrative management duties, including maintenance of files and preparation of presentations and documents for the Vice President.
11. Research, gather, and read information, and summarize and write executive summaries.
12. Gather data, review data, and prepare periodic reports, which may include tables, bar charts, and pie charts.

REQUIRED QUALIFICATIONS

1. Bachelors Degree.
2. Minimum of five years of project management or senior level administrative management experience.
3. Excellent verbal, written, and interpersonal communication skills, with ability to effectively interface with senior level executives and diverse internal and external constituents.
4. Demonstrated ability to gather information, perform analysis, and present results to executive decision makers.
5. Excellent project management, time management, customer service, leadership, and organizational skills.
6. Demonstrated ability to effectively manage multiple challenging areas of responsibility simultaneously with little to no oversight.
7. Excellent data management and analytical skills, with high attention to details.
8. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
9. High proficiency with Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
10. Demonstrated experience in working with sensitive information and ability to maintain confidentiality and discretion in all matters.

PREFERRED QUALIFICATIONS

1. Bachelors degree in Business Administration, Management, or other related degree.